



# **SELECTBOARD AGENDA & MEETING NOTICE**

**April 27, 2020**

**Location: Teleconference - access info in the agenda**

\*\*\*Indicates item added after the 48 hour posting

**bold underlined** time = invited guest or advertised hearing  
(all other times are approximate)

This meeting is being conducted remotely by all participants due to the State of Emergency related to COVID-19 and under the “Order Suspending Certain Provisions of the Open Meeting, G.L. c. 30A, §20” issued by Governor Baker on 3/12/20. FreeConferenceCall.com is being utilized for the teleconference. It is audio only. Anyone wishing to participate may call 712-775-7031 and then enter the Access Code of 883-045-865. The toll-free number is 844-800-5000 – the Town is charged by the minute per caller, so please use this only when necessary.

5:30 PM Call to Order (If the meeting is being videotaped, announce that fact. If remote participation will occur, announce member & reason, & need for roll call voting)

COVID-19 Topics

- Updates from weekly conference call with Gill’s Emergency Management Team

Old Business

- Green Communities Competitive Grant Application – final update, due 5/1
  - Electric Vehicle Charging Station
  - Air Source Heat Pumps for Town Hall

New Business

- Sign Warrant for June 22<sup>nd</sup> Town Election
  - Absentee ballots should be available April 29<sup>th</sup>
  - Drop box for ballots and tax payments will be installed at rear door of Town Hall
- Award 2020 Lawn Mowing Contract
- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any

Warrants:

FY20 # 22 – reviewed & signed by the Chair on 4/15; Payroll \$21,990.59, Vendors \$34,744.70  
 FY20 #23 – to be reviewed & signed by the Chair and reported on at the next meeting

Adjournment

**Other Invitations/Meetings:**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
5/11	5:30 PM	Selectboard meeting	TBD
Tues 5/26	5:30 PM	Selectboard meeting	TBD

**Town of Gill**  
**Town Hall Air Source Heat Pump System**  
**Narrative**



Gill's total energy consumption for FY 2019 = 3714 MMBtu. Buildings accounted for 64.97% (2413 MMBtu) of total municipal energy use in FY 2019.

**Purpose:** The Town Hall is a moderate sized, wood framed, sloped standing seam roof building built in 1811, located at 325 Main Road, Gill. The building consists of 3 floors. There are offices for town employees on the main floor and in the basement. The second floor consists of an open room used for town meetings and other gatherings. The building area is 3,901 square feet. The roof of the Town Hall was insulated in 2014 following a recommendation from the ASHRAE Level 2 energy audit completed by Bales Energy Study in 2014. This study also recommended replacing the heating system in the building. Additional insulation in the walls was completed in the fall of 2018 using funds from Green Communities competitive grant.

The Town Hall oil fired boiler was installed in 1999 and burns fossil fuels which we are very anxious to replace with air source heat pumps for heating and cooling. While the boiler has more years of use, a periodic fuel smell coming up from the boiler into the front entryway of the building has been repeatedly investigated but has not been able to be remedied. In the Town of Gill, we have few municipal buildings and therefore few opportunities to reduce fossil fuel use. A prior Green Communities grant allowed us to switch the Slate Library from oil to heat pump heating. The DPW building has an almost new oil boiler and is therefore not a good candidate for switching off fossil fuels. The Gill Elementary School needs a new roof; we are waiting for a grant to cover the cost, and at that point we hope to insulate and air seal that building. Climate chaos is happening much faster and needs a more urgent response - we want to do everything we can to do our part.

We are encouraged that DOER is starting to recognize that towns which have insulated and air sealed buildings are lowering that building's heat load which in turn increases the payback period for air source heat pump heating and cooling. Due to the need to replace fossil fuels with electricity generated by 100% renewable energy sources, we are looking to reduce every possible fossil fuel usage in town buildings. There are no other energy efficient non-fossil fuel choices available for heating and cooling the Town Hall. We are not able to fund the full cost of air source heat pumps for all 3 floors of Town Hall. The Selectboard and town are committed to funding up to \$30,000 for heat pumps on the 2nd floor. The 2nd floor has a much longer payback due to the limited usage and therefore heat load. We are requesting Green Communities grants for heat pump units only for the basement and first floors as these have a better payback due to higher occupancy and usage patterns. It is time to recognize that reducing heat and cooling loads has created much longer paybacks for equipment costs which have only gone up. Towns are going to need grant support to make the switch from fossil fuels to energy efficient heat pumps which can use 100% renewable electricity generation.

The Town is stepping up our application with a monetary share of \$30,000 to match the Green Communities Designation grant.

**Benefits:** Replacing the oil-fired furnace with a VRF ASHP will provide cumulative savings for the town of \$1,633 annually. The heat provided by the ASHPs will provide savings in electricity currently used for electric space heaters in some offices which is not reflected in our cost analysis. The system will provide air conditioning in the summer months which will allow us to discontinue the use of both AC window units and the dehumidifier that runs continuously in the basement. These savings are difficult to quantify and are also not reflected in our cost analysis. The new system will help reduce greenhouse gases and reduce the carbon footprint.

**Timeline:** This job has been fully designed by Jamrog HVAC Inc from Turners Fall, MA and approved by Andrew Glace of G & L Energy Services from North Amherst, MA. If we are awarded the funds for this job we will complete the job ASAP. The job should take 14 days to complete.

**Procurement required and status:** Both Jamrog HVAC Inc and Andrew Glace of G & L Energy Services are approved contractors with Eversource. The Town will utilize Section 14 of G.L. Ch. 25A to contract directly with Jamrog HVAC for the project, which has a total project cost under \$100,000.

**Anticipated impact:** We are planning to install a Daikin ductless Air Source Heat Pump system consisting of 4 outdoor condensers and 12 indoor units that are wall/ceiling mounted and ducted. The system has an efficiency of 19.3 SEER, a heating capacity of 36,600 Btu/hr at 47F, and a cooling capacity of 34,400 Btu/hr. The project is expected to reduce annual oil consumption by 703 gallons, while providing an annual electricity savings of 1947 kWh, according to a cost and energy analysis prepared by Andrew Glace of G & L Energy Services. This results in an annual estimated cost savings of \$1,633, and an overall annual energy savings of 98.42 Mmbtu.

**How the project supports the municipality's five year Energy Reduction Plan:** The Town has achieved the 20% reduction in overall energy use from its baseline year FY 2010. This project supports Gill's goal of continuing to keep municipal energy consumption reduced by at least 20%, as outlined in the Energy Reduction Plan. Since becoming a Green Community, the Town has implemented Energy Conservation Measures at the Elementary School, Town Hall, Riverside Municipal Building, Public Safety Complex, and Sewer Pump Station. The Town has prioritized replacement of the oil heating system with an ASHP at the Town Hall due to the significant reduction of fossil fuel use and associated GHG emissions. This project is estimated to reduce the Town Hall's annual energy use by 98.42 Mmbtu.

**Why grant funding is required to complete the process:** In 2014 an ASHRAE Level II audit was completed for the Town Hall that recommended building envelope and heating system improvements, including replacement of the oil heating system. In 2016, the Town applied for and received a \$12,500 META grant from DOER to complete a feasibility study and design & bid specifications for an air source heat pump system at the Town Hall. The Town is now pursuing Green Communities grant funds to complete the ASHP project. FY 2015 funds were approved at town meeting for the town to invest \$15,000 in energy savings for the town. This included the replacement of the heating systems for Town Hall and Slate Library. ASHPs were installed in Slate

Library in 2018, and this spring the Selectboard has pledged \$30,000 towards the Town Hall ASHP project but is dependent upon receiving the Competitive Grant request to cover the remainder of the project cost.

**Permits required and status of each:** This project will require a building permit, electrical permit, and a sheet metal permit. G & L Energy Services will be responsible for applying for and obtaining the necessary permit and inspections.

**Other approvals required:** G & L Energy Services has completed the incentive application which was submitted to Eversource on April 22.

**Opportunities for education and outreach and a concrete plan to accomplish them:** Since this is a public space, it is an excellent opportunity to share energy savings with the residents of Gill. The Energy Commission will publicize savings from the project in the quarterly Town newsletter and on the Town website:

<https://gillmass.org/>

**Accounting/Proposed Budget:** The estimated cost of the ASHP system is for the basement and first floor of Town Hall is \$45,900 which includes design, labor, electrical work, and materials. The Town intends to put \$30,000 towards the ASHP on the second floor at Town Hall which would complete the project and take the building off of fossil fuels.

**Description of the applicant, the project team and its qualifications for completing the project, including all identified partners, contractors, and technical service providers:**

**Applicant:** Gill Energy Commission: Vicky Jenkins, Chair; Claire Chang, Tupper Brown, Alden Booth, Janet Masucci, Andy Cole

**Project Team:** G & L Energy Services will oversee the project with assistance from Ray Purington, Town Administrator and the Energy Commission.

**Additional Materials:**

- Efficiency and fuel type of existing unit: 84.3 AFUE; fuel oil
- Efficiency and fuel type of proposed unit: 19.3 SEER; electricity

**Attachments should include:**

Energy Study for Gill Town Hall (Bales Energy Associates)

Gill TH Heat Pump v Boiler Eval 4-22-20

Gill TH ASHP - G&L Energy Services Proposal 3-4-2020

Gill elementary energy report 2018

Municipal Energy Assessment Report 2017

## Town of Gill

### Municipal Dual Head EV Charger Installation

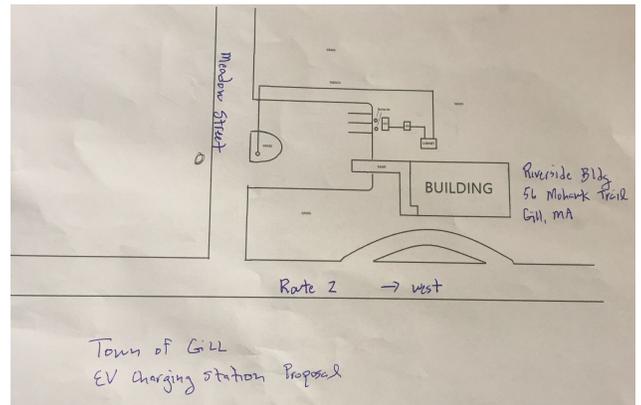
**Overview:** The Town of Gill is applying for funds to install a ChargePoint dual head Level 2 Electric Vehicle charging station on its property at the Riverside Municipal Building at 54 French King Highway (Route 2), and the Electric Vehicle Green Communities Grant of \$7500 will allow us to make this installation possible.

The location and project have been approved by the Eversource Make Ready Program which will cover all costs associated with preparing the site for installation of the unit. This includes installation of a dedicated meter, pouring the pedestal for the unit, and bringing single phase power to the pedestal. We have had on-site meetings with Tim Simmonds, the Eversource representative and with Mark Provencher, a representative with Advanced Energy Group (AEG) out of East Longmeadow, MA, a certified ChargePoint installer.

We find this to be an ideal location for an EV charger due to its immediate access from Route 2. The Wagon Wheel restaurant, a few shops, a campground, and recreational/boating area are all within walking distance of the intended charger.

**Specifications:** The town has received a quote from AEG for the purchase and installation of the dual head EV charger. This also includes the cost of the necessary software from ChargePoint for the first year. **Please see attached.**

The total first year cost is \$ 8,769.31. With the \$ 7,500 Green Communities Grant, the Town of Gill has approved the allocation of the additional funds needed (approximately \$ 1,300) to make the unit fully operational in the first year. The Selectboard is aware of, and supports, the anticipated annual expenses needed to maintain and operate the unit for a minimum of 5 years at which point the Town anticipates a possible break-even scenario in which the revenues from the unit cover the annual software and maintenance expenses. Like any town expense, the availability of funds is subject to appropriation.





# Quotation

DATE: 4/15/2020

COMPANY NAME: TOWN OF GILL MA  
ATTENTION: Alden Booth  
JOB NAME & CITY: Gill, MA

QTY	Item #	Description	Unit Price	Ext Price
1	CT4021-GW1	Dual Output, Gateway Option, Bollard Unit - 208/240V @30A with Cord Management	\$ 8,011.11	\$ 8,011.11
2	CPCLD-COMMERCIAL-5	5yr Prepaid Commercial Cloud Plan <b>to be paid upfront by AEG. Town of Gill to pay annually to AEG \$291.60 per outlet per year for a total of \$583.20 starting in year 1</b>	\$ 291.60	\$ 583.20
1	CPSUPPORT-ACTIVE	Initial Station Activation & Configuration Service	\$ 175.00	\$ 175.00
1	CPSUPPORT-SITEVALID	Site Validation- Cad Drawings, Paid for by Eversource	\$ -	\$ -
1	CT4000-ASSURE5	5yr Prepaid Assure Plan <b>(WAIVED BY TOWN)</b>	\$ -	\$ -
	INFRASTRUCTURE	Paid for by Eversource Includes power being run from local pole to Option 5W enclosure supplied by Eversource.	\$ -	\$ -
				\$ 8,769.31

**ASSURE is ChargePoint's extended warranty program;**

The Assure Program includes parts and on-site labor to repair or replace any manufacturing defects. The standard product warranty is one-year, parts only. A site validation is required to purchase Assure. The site fee will be waived if Advanced Energy Group is installing the station(s).

**Advanced Energy Group Preventative Service and Maintenance (Optional):**

Advanced Energy Group is pleased to offer its customers a Preventative Service & Maintenance Program. This program offers the following services:

- \*Quarterly visits to clean, inspect and test units using J1772 tools
- \*Active monitoring of stations functionality via ChargePoint software interface
- \*Provide support services, on site, within twenty-four (24) hours. Diagnostic included, all other labor charges on an hourly basis, at Advanced Energy Groups then current rates with travel time at half-rate
- \*Cancellable at any time

**Advanced Energy Group Service and Maintenance Cost (Optional):**

\*One station Annual Cost \$900 / billed \$225 per quarter Starting in year 2 of Charging Station Ownership.

**Important Buyer Information**

**Warranty**

ChargePoint EVSE comes with a standard 1-year parts only warranty; there is an option to "Validate" the installation, which allows for the purchase of their "Assure" Extended Warranty program. **Important- ChargePoint requires installation to be completed by a ChargePoint certified installer or all warranties are voided.**

**Communication Requirements**

ChargePoint equipment relays data via dual band cellular signal. A Sprint /AT&T 3G or Verizon 4G signal is required at the site.

**Provisioning & Station Manager**

When purchasing ChargePoint equipment an individual must be designated as the initial "station manager". This person will receive an auto-generated email from ChargePoint requesting they accept software terms and setup a username and password allowing them to access the web based account. Additional users may be added and removed with specified access. This process must be completed before the station can be "provisioned" (programed with operating settings) to appear online.

Please note the station owner must provide a completed provisioning set up form and activate their user account in advance of installation.

Sincerely,

Mark Provencher

Energy Management Advisor  
Advanced Energy Group  
(M) (413) 335 5717

**TO ACCEPT CONTRACT PLEASE COMPLETE BELOW AND RETURN TO ADVANCED ENERGY GROUP.**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Annual Elections: Monday, June 22, 2020

COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH

Franklin SS

To either of the Constables of the Town of GILL

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Elections to vote at Precinct 1, Fire Station, 196A Main Road, Gill

On MONDAY, THE TWENTY-SECOND DAY OF JUNE, 2020 from 12:00 PM to 4:00 PM for the following purpose:

- To cast their votes in the Annual Election for the candidates of political parties for the following offices:
- Selectman/Sewer Commissioner –one three-year term
- Board of Assessors – one three-year term
- Cemetery Commissioner – one three-year term
- Constables – three positions, each three-year terms
- Board of Health – one three-year term
- Library Trustee –one three-year term
- Tax Collector – one three-year term
- Tree Warden – one three-year term

Here of fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands on this..... day of ....., 2020

....., Chair  
John Ward

....., Clerk  
Randy Crochier

....., Board Member  
Greg Snedeker

Gill Selectboard

A true copy. Attest..... Town Clerk of Gill  
Doreen J. Stevens

Date: .....

Franklin SS.

Pursuant to the within warrant I have notified and warned the inhabitants of the Town of Gill by Posting up attested copies of the same at Town Hall, Main Road; Post Office, Mt. Hermon; Gill Store & Tavern, Main Road; and Riverside Municipal Building, Route 2, seven days before the date hereof as within directed.

..... Constable of Gill

..... Date

TOWN OF GILL  
Calendar 2020 Mowing

		<b>Bi-Weekly</b>					<b>Monthly</b>	
<b>COMPANY NAME</b>	<b>Date Received</b>	<b>Town Garage</b>	<b>Sewer Pump Station &amp; Island</b>	<b>RMB</b>	<b>TH &amp; Common</b>	<b>Library</b>	<b>Bi-weekly Subtotal</b>	<b>Ball Field</b>
Artscape Landscape	4/20/2020	\$25.00	\$25.00	\$30.00	\$30.00	\$30.00	\$140.00	\$40.00
Smith Landscaping	4/15/2020	\$30.00	\$25.00	\$30.00	\$35.00	\$30.00	\$150.00	\$50.00
Snow & Sons Landscaping	3/31/2020	\$42.00	\$30.00	\$44.00	\$55.00	\$25.00	\$196.00	\$48.00
Urgiel's Landscaping	4/17/2020	\$25.00	\$25.00	\$35.00	\$35.00	\$30.00	\$150.00	\$25.00

<b>COMPANY NAME</b>	Decision Basis: Typical per mowing cost = (1 x bi-weekly subtotal) + (0.5 x monthly total)	<b>Awarded</b>
Artscape Landscape	\$160.00	
Smith Landscaping	\$175.00	
Snow & Sons Landscaping	\$220.00	
Urgiel's Landscaping	\$162.50	

I declare that this is a complete and accurate list of bids received by the deadline of 12:00 PM on April 23, 2020.

(signed)  
\_\_\_\_\_  
Ray Purington, Town Administrator